



Subject Access Request Form

Please complete the form below, email to above email address or hand to our school reception.

Dear Data Protection Officer,

Please provide me with the information about myself that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Consent of Student:	Student Full Name: Signature of consent:
Correspondence address	
Contact number	
Email address	
Details of the information requested <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i>	Please provide me with:
<ul style="list-style-type: none"> • <i>Your personnel/student record</i> • <i>Your medical records</i> • <i>Your behavior record</i> • <i>Your Safeguarding record</i> • <i>Emails between 'A' and 'B' between [date]</i> 	

If you need any more information from me, please let me know as soon as possible. I understand you will verify my identity before processing this request.

Townley Grammar School
 Townley Road, Bexleyheath, Kent, DA6 7AB.
 Data Protection Officer – email dataprotectionofficer@townleygrammar.org.uk



I have read the schools Records Management Policy (<http://www.townleygrammar.org.uk/home/school-policies/>) and familiarised myself with the Subject Access Code of Practice (<http://www.townleygrammar.org.uk/home/data-protection/>).

Exemptions will be put in place when other individual data might be part of your Subject Access Request where we have offered any duty of confidentiality.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month from the point you have received my identity verification.

Signed: Date:

For Office Use Only:

Date Received Request:		Date Identity Verification Received:	
Date Needs to be completed			
Date of Processing:		Date Request Satisfied:	
Notes:			